

Include what?

Office annual reports
Division histories
Office histories
Special reports of historical int.
Diaries?

For whom?

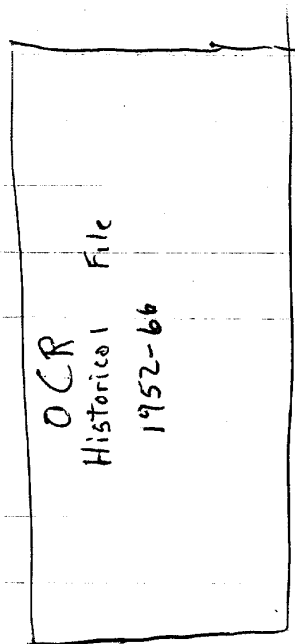
OCR management
OCR historians
Agency historians?

Keep?

In OCR 2 years
Then to Records Center?
Note: Most items
already there
in different
arrangement

Control?

Give each item selected
for inclusion an
accession number (2, 3, 4)
Prepare card index
using coordinate indexing
method (see samples)
Should individuals be
mentioned in index?



Note: Index should not be used in

OCR History 1952-1966 except
to assist in preparation of index
to History itself

To stamp or not?

Borrow material from Records Center, stamp it
after you have identified it and used it
in History, stamp as Historical Document the original
and return it to R.C.

Only those that are used as source material

determination of whether to keep

Add off numbering with
temporary file
chron file in cards

Draft
AMX
9 July 68